



Underwriter Registry

The Underwriter Registry allows lenders to add, change, or terminate an underwriter record in CHUMS. When a lender adds an underwriter, an underwriter ID is issued by the FHA Connection. Lenders may change name, address, and employment information, but may not change the underwriter's ID or SSN. In addition, a lender may terminate an underwriter when the underwriter leaves its employ.



 If the SSN is incorrect, contact your HOC.

 You must select one of the functions, Add, Change, or Terminate, before processing can be completed; otherwise, an error message displays.

 Refer to Help links at the top of each page for:

- Business Background (purpose, tasks performed, resources)
- Steps for Processing (detailed instructions on how to enter information and process the request)
- Field Descriptions (each field defined and listed in the order of appearance)
- Help (topic index)

Adding an Underwriter

1. Select Underwriter Registry from the FHA Approval Lists menu.
2. Select (A)dd Underwriter under the Select Function list.
3. Complete the underwriter data including name, address, and employment information.
 Enter the Underwriter Name in Last Name, First Name format.
4. Click . A confirmation message displays with the new underwriter ID. You may want to write the ID down for future reference.

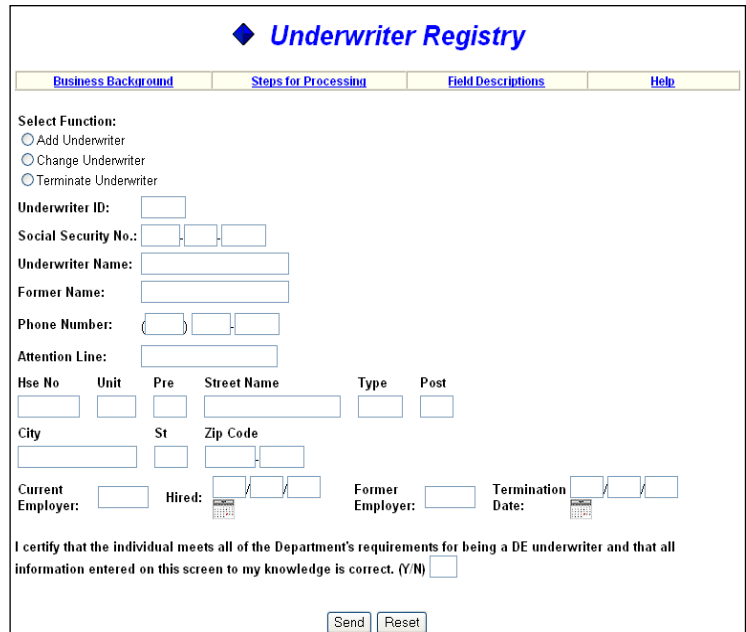



Figure 1: Underwriter Registry page

Changing Underwriter Information

1. Select Underwriter Registry.
2. Select (C)hange Underwriter under the Select Function list.
3. Update the pertinent underwriter data. The *Underwriter ID*, *Social Security Number*, and underwriter certification statement (type "Y" in the box following the certification statement) are required entries.
4. Click . A confirmation message displays.

Terminating an Underwriter

1. Select Underwriter Registry.
2. Select *(T)erminate Underwriter* under the Select Function list.
3. The *Underwriter ID*, *Social Security Number*, and the underwriter certification statement (type "Y" in the box following the certification statement) are required entries.
4. Click . A confirmation message displays. The underwriter ID is no longer active, but the underwriter remains in the database and can be reinstated by another lender.

Reinstating an Underwriter

Once an underwriter has been terminated, the underwriter ID is inactive, but it remains in the database. A lender may reinstate a previously terminated underwriter by performing the following steps:

1. Select Underwriter Registry.
2. Select *(C)hange Underwriter* under the Select Function list.
3. The *Underwriter ID*, *Social Security Number*, *Current Employer*, *Hired [date]*, and underwriter certification statement (type "Y" in the box following the certification statement) are required. You may also change other information as needed.

Underwriter Registry

[Business Background](#) | [Steps for Processing](#) | [Field Descriptions](#) | [Help](#)

Select Function:
☐ Add Underwriter
☒ Change Underwriter
☐ Terminate Underwriter

Underwriter ID:

Social Security No.:

Underwriter Name:

Former Name:

Phone Number:

Attention Line:

Hse No	Unit	Pre	Street Name	Type	Post
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City: St: Zip Code:

Current Employer: Hired:

Former Employer: Termination Date:

I certify that the individual meets all of the Department's requirements for being a DE underwriter and that all information entered on this screen to my knowledge is correct. (Y/N)

Figure 2: Underwriter Registry page - Reinstatement

4. Click . A confirmation message displays.